

	TAB E-1: COMMANDER	C-1; Effective 15 Feb 03
	ITEM	REFERENCE
1.	How do you ensure all essential wing positions are filled with trained personnel? a. Cadets? b. Seniors? c. Do you ensure appointments of legal officers are tendered only to properly qualified persons? d. Is the IG and Legal Officer double billeted?	CAPR 35-1; CAPR 62-1 Para 2a CAPR 111-1 Para 1 CAP/CC Policy Letter dated 15 Dec 2000
2.	How do you ensure mandated training is accomplished? (Cadet Protection, etc.) • What procedures are followed in the event of a sexual/physical abuse allegation involving a cadet?	CAPR 35-1, 60-3, 50-17, 52-16 CAPR 52-10 Para a(1) and a(2)
3.	Does the wing have any current and approved MOUs with state or local agencies? If so, when was it last updated and/or reviewed? • If yes, please provide documentation of the above. If no, please provide a copy of the wing's reasons required to be forwarded to the National Commander.	CAPR 60-3 Para 5-3b(1)
4.	How do you, as the commander, support the safety program? a. Show me your ground and flying safety records covering the past 3 years. b. Do you provide guidance and assistance to ensure that an active safety program is established in all units? c. Do you have a published supplement to CAPR 62-1 addressing Pilot Proficiency Program, and special policy guidance as necessary for local situations? d. Describe your mishap notification procedure. e. Have you had any vehicle accidents/incidents? If so did you initiate a letter stating what actions you took with regard to the driver? f. Have you assessed any member for loss or damage to CAP property? g. How have you implemented Operational	CAPR 62-1 Para 2b, 2e and 2f CAPR 62-1 Para 1b CAPR 62-1 Para 1 and 8 CAPR 62-2 Para 4 CAPR 900-7 Para 6e(9) CAPR 62-2 Para 8a CAPR 62-1 Para 1

	Risk Management into CAP operations?	
5.	<p>Describe your membership demographics (recruiting and retention for both cadets and seniors) for the past 3 years</p> <p>a. To what do you attribute your success or shortfall?</p> <p>b. How do you encourage parental participation?</p> <p>c. Have you ever terminated a member? If so what procedures did you follow?</p> <p>d. What is your procedure for member suspension?</p>	<p>CAPP 33-1 Para 4</p> <p>CAPR 35-3 Para 6</p> <p>CAPR 35-1 Para 6b</p>
6.	<p>Do you enforce DoD Directive 5500.11, 1020.1 and AFI 36-2707 (Non-Discrimination) throughout your wing?</p> <ul style="list-style-type: none"> Do you maintain DoD Directive 5500.11 and 1020.1 at wing headquarters and is it available for review upon request by any CAP member? 	<p>DoDD 5500.11 and 1020.1, AFI 36-2707 and CAPR 39-1</p> <p>CAPR 39-1 Para 2a(2)</p>
7.	<p>Describe your internal communications procedures.</p> <p>a. Frequency of wing staff meetings, conference calls, etc., written minutes.</p> <p>b. Budget planning, review, and execution. Do you receive state appropriations? If so, how are those funds primarily used? How do you ensure that reimbursements are not being duplicated by state and federal government funding?</p> <p>c. How good are your internal procedures for safeguarding supplies and equipment against theft or misuse?</p> <p>1) When needed do you appoint an investigative officer for a report of survey and notify members of the finding of pecuniary liability?</p> <p>2) Are you the only disposal approval authority for other than DoD funded/DRMO equipment?</p> <p>d. How often do you and your staff visit subordinate units and what are the purposes of these visits?</p> <p>e. How do you ensure your wing files disposition plan meets your need for</p>	<p>CAPR 173-2 Para 2</p> <p>CAPR 67-1 Para 1-3j</p> <p>CAPR 67-1 Para 1-3j(4) and Para 4-8</p> <p>CAPR 67-1 Para 1-3j(5)</p> <p>Statement of Work, CAPR 20-1 page 25, CAPR 123-3 Para 10</p> <p>CAPR 10-2</p>

	continuity?	
8.	Describe your relationship with the Air Force Rescue Coordination Center (AFRCC), AF National Security Emergency Preparedness Center (AFNSEP), and state and local emergency service agencies.	CAPR 60-3 Para 1-4
9.	Describe your 60-2 Short-Notice Inspection program. a. Did any unit have a repeat discrepancy during such an inspection? If so, what action did you take? b. How do you ensure your wing's flight release program protects CAP member's benefits in the event of an accident?	CAPR 60-2 Para 4 CAPR 60-2 Para 5 CAPR 60-1 Ch 4
10.	Describe your process for handling IG and Fraud, Waste and Abuse complaints a. Have complaints, investigations and results of investigation been handled in a timely manner? b. Do you ensure the inspector general or investigating officer at an appropriate level, investigates all complaints in consultation with the wing, region or the CAP/IG?	CAPR 123-2 Para 2 and 6 IG 2000 Initiative
11.	Do you annually publish an equipment and personnel alert roster through which CAP can be contacted for assistance? a. Is it sent to state and local emergency agencies? b. Have you developed procedures for relaying required and pertinent operational information to the appropriate controlling agencies? c. Do you coordinate with state and local officials for training and equipment, and establish integrated plans and exercises that will satisfy state requirements?	CAPR 60-3 Para 1-4a(1) CAPR 60-3 Para 1-4a(2) CAPR 60-3 Para 1-4a(3)
12.	Describe your relationship with your State Director/Deputy State Director.	